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DD/S&T# 5458-76

ORD-2709-76

2 DEC 1976

MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director for Science and Technology

SUBJECT: Recommendation for Quality Step Increase - [redacted] STAT

1. It is recommended that Mrs. [redacted] STAT of the Management Staff, Office of Research and Development, be granted a Quality Step Increase from GS-09, step 5, to GS-09, step 6.

2. [redacted] STAT has served as an Administrative Assistant to the Support Branch since 1968, while also serving as ORD Training Officer. In this latter role, she has maintained excellent liaison with personnel of the Office of Training, which has resulted in their full support of ORD training activities by providing information on courses of value to ORD personnel. As a collateral duty, she is Recording Secretary to the Career Service Panel and does a consistently fine job in preparing agenda and producing accurate, concise minutes of the Panel's proceedings which are most helpful to all members of the Panel.

3. [redacted] STAT has a well grounded knowledge of personnel functions, regulations, and procedures and the application. On the more human side of personnel has a keen interest in counseling; and her th professional and clerical personnel alike r most effective in this role. In all of the nnel activities, she turns in a high-quality,

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SUBJECT: Recommendation for Quality Step Increase - [redacted] STAT

sustained performance. It is, therefore, recommended that [redacted] be awarded a Quality Step Increase STAT from GS-09, step 5, to GS-09, step 6.

[redacted] STAT

Acting Director
of
Research and Development

CONCUR:

[redacted] STAT

Deputy Director for
Science and Technology

10 DEC 1976
Date

The recommendation contained in paragraph 1 is approved.

[redacted] 25X1

Director of Personnel

14 Dec 76
Date

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[redacted] STAT
/SB/MS/ORD/DDS&T:nrp - 2 December 1976

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